



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VOC REHAB PROGRAM INSTRUCTOR I

Job Number: 20001048

Job Code: 47280V000101

Job Group: 4700 - VOCATIONAL REHABILITATION

Job Established: 12/16/2008

Job Revised:

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under general supervision plans, organizes, and conducts therapeutic recreation programs and activities within the recreation program for an institution; OR teaches a specific skilled trade or an academic subject in a classroom setting; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in rehabilitation, rehabilitation teaching or therapy, therapeutic recreation, guidance and/or counseling, psychology, sociology, orientation and mobility, social work, special education, education, education with emphasis in vocational counseling OR hold a valid instructor license issued by the Kentucky Board of Hairdressers and Cosmetology.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

At entry level work with consumers to access needs. Assists counselors in the review and evaluation of medical, psychological, vocational and other reports. Determines consumers need for specialized vocational rehabilitation services in order to prepare for, enter into, engage in or retain gainful employment. Provides training in a personal adjustment, therapeutic recreation, recreation, adult basic education, Braille Orientation and Mobility, work adjustment, or specific skilled trade, etc. in a community-based environment, residential environment or under a regionalized model. Provides documentation, for supervisor approval, as to consumer's skill levels and ability to perform skills needed for rehabilitation, training or to gain independence leading to employment. Works with consumer to teach recommended skills. Participates in professional development activities to improve teaching skills and technical expertise in the area to being taught. Develops and implements therapeutic recreation plans. Keeps daily attendance records, progress notes and writes reports. Makes recommendations concerning the programs to superiors.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in an office setting. Occasional travel will be required to coordinate services between customers and the agency.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.